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Chief, Management Staff

December 1956

File

Report of

Work Report, Week Ending 19 November 1956.

Contributions

- Project 5-5A, Survey in DD/I Area of Problems Regarding Document Volume and Handling. Previously recommendations were made for reducing time lags in getting documents to intelligence analysts, including the promulgation of a strongly-worded Office regulation relative to time limits for holding documents by individual and/or branch, the education of intelligence analysts in using OCR facilities, and extension of practice of obtaining or reproducing extra copies to expedite routing between components.

In [redacted] Expedited Routing of Intelligence Documents, just received, Mr. Amory emphasized the importance of expediting movement, advises analysts of the availability in OGI of microfilm copies of documents and directs that no office or individual will hold a routed copy for more than a maximum of two working days. [redacted]

- Project 6-71, Procedure for Reporting Conversations. Analyzed the present procedure for reporting conversations and, in cooperation with the Chief, EGS and the Chief, HMG, developed a proposed regulation and form for the reporting of substantive and policy conversations by Agency officials. Request came from the DDCI via DD/I who has approved the proposed procedure and regulation. Publication of the regulation will facilitate rapid identification and use by the DDCI and other officials of reports of conversations concerning intelligence information and inter-Agency policy matters. [redacted]

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- MS-1130, Revisions in OGI T/O. Completed. [redacted]

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- Lectured on control of work flow and work methods in OTR Management Course. (Interest has been developed among students concerning the analysis of procedures to the point where it has been found necessary to develop and stock a Procedures Analysis Sheet in Agency stock rooms for use of operating personnel.) [redacted]

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- Developed preliminary curriculum for five day Management Staff course for OAM Examiners for discussion with Chief of Management Training, OTR. [redacted]

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- Prepared comments on Regulation [redacted] Operation of messes, employee services and recreational facilities, etc. [redacted]

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7. B.S. 2663, Dissemination of Foreign Scientific and Technical Information.
Preliminary evaluation and recommended referral to Office of Security.

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8. Manpower Utilization, Combination of BR/OCR-RI. Completed preliminary inquiries reveal the infeasibility of further study of this question.

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9. Attended DD/I Training Officers Meeting. [redacted]

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10. Meets. [redacted] met with the Document Security Officer, OCI to discuss possibilities of improving the security control and administration of documents in OCI, particularly the use of the microfilm process.

Assignments Active This Week

11. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [redacted] (7 January)

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12. Project 5-66, Preparation of Statements of Mission and Functions of the CIA KLINT Staff Officer and other Agency participants in the KLINT Program. [redacted] (KLINT Staff Officer, 3 January)

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13. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [redacted] (DD/S, 1 January)

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14. Projects 6-55 and 6-56, Assistance in Implementing Accepted Recommendations on reorganization, workload, procedures, layout and equipment of Acquisitions Branch, CIA Library. (Executive Officer, OCR) [redacted]
[redacted] (15 February)

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AAssignments Inactive This Week

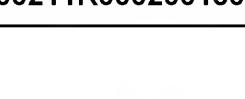
15. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I. [redacted] (31 December)

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[redacted]

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Chief, Management Staff

19 December 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 19 December 1956

I. WORK ACCOMPLISHED

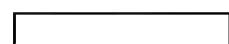
Round Robin Packets 60-63 including 16 suggestions recommended for disapproval sent Committee members for review. Packet 58 including 10 such suggestions was returned from review by Committee members.

II. ASSIGNMENTS ACTIVE

a. SY 1956 Progress Report to Chief, Management Staff

First draft covering period 1 January 1956 to 5 December 1956 submitted to Mr. [redacted] 18 December 1956.

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